

~~CONFIDENTIAL~~Report For Week Ending 28 November 1956
from
FORMS MANAGEMENT BRANCH

25X1A9A

1. Cable Forms [] - Proofs of the Offset Cable Forms 12, 12a and 12a-1 have been received and are being coordinated with the Cable Secretariat. Initial supplies are due in by 15 December 1956.25X1A9
A

25X1A9A

2. Form 1K Series [] The Form 1K series are presently being revised to provide an offset master in place of the ditto master.25X1A9
A3. ORR Personnel Record Card and ORR Training Questionnaire [] A meeting is being arranged between members of ORR and Mr. [] of this branch to discuss the proposed forms in an effort to solve procurement and reproduction problems before finalization of the formats.25X1A9
A4. Revision of Forms [] - Final drafts have been approved and returned for procurement action. The necessary specifications and paperwork will be completed in a day or two and then forwarded to Printing Service Division for printing. The OPI was very appreciative of our assistance on this project.5. TrainingRecently Completed

25X1A9A

- [] - IOC#3
- [] - Conference Leadership
- [] - Effective Writing

In Process

25X1

- [] - IOC#4

COMPLETED ACTIONS SUMMARY					
TYPE	DD/I	DD/P	DD/S	STOCK	TOTAL
New	2	-	1	2	5
Revision 1	-		1	2	4
Reprint	3	5	4	4	16
Total	6	5	6	8	25
					547,400

Obsolete - 9

PENDING ACTIONS SUMMARY					
TYPE	DD/I	DD/P	DD/S	STOCK	TOTAL
New	2	4	7	5	18
Revision 1	-		4	13	18
Reprint	-	-	-	9	9
Total	3	4	11	27	45

25X1A9
A~~CONFIDENTIAL~~